

## **TRANSLATOR Tompkins County**

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Non-competitive

**Labor Grade:** 0

**Approved:** 0

**By:** AF Commissioner of Personnel

**MINIMUM QUALIFICATIONS:** Applicants must be fluently bi-lingual and have a knowledge/background of working with individuals for whom English is a second language.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **DISTINGUISHING FEATURES OF THE CLASS:**

An incumbent in this position must be bi-lingual. The duties will consist of assisting individuals from various foreign countries to assimilate into American society by interpreting/translating and reverse interpreting/translating oral and written forms of communication. These translating duties are performed in a variety of settings, on an as-needed basis, and help these individuals mainly by explaining American systems and by facilitating the communication process. The incumbent will perform any related duties as required.